



Division:	Human Resources (HR)
Title:	Standard Operating Procedures
Procedure:	DHHS EMPLOYEE RELATIONS TEMPLATES
Original Effective Date:	01/01/2007
Revised Effective Date:	01/01/2007

## DHHS EMPLOYEE RELATIONS TEMPLATES

### Administrative Investigation Templates

1. [DHHS Internal Investigation Form](#)
2. [DHHS Employee/Witness Statement Form.](#)
3. [Investigatory Status With Pay Template](#)
4. [Administrative Investigative Guidelines](#)
5. [Administrative Investigative Report Guideline](#)

### Career Banding Pay Dispute Review Guidelines

1. [DHHS Form Number DHR CC 4028](#)

### Disciplinary Process Guideline – GS 126

2. [Employee Relations, Disciplinary Action Policy](#)
3. [Administrative Investigation Guidelines](#)
4. [Employee Disciplinary Action Routing Form](#)
5. [Proposed Dismissals, Demotions, and Disciplinary Suspension Form](#)
6. [Documented Counseling Guides](#)
7. [Separation From Probationary Appointment Guidelines](#)
8. [Separation From Probationary Template](#)
9. [Written Warning Guidelines](#)
10. [Written Warning Template](#)
11. [Disciplinary Suspension Without Pay Guidelines](#)
12. [Disciplinary Suspension Without Pay Template](#)
13. [Demotion Guidelines](#)
14. [Demotion Template](#)
15. [Dismissal Guidelines](#)
16. [Dismissal Template](#)
17. [Separation Due to Unavailability Checklist Guidelines](#)
18. [Separation Due to Unavailability – Checklist](#)
19. [Separation Due to Unavailability – Scheduling Letter Template](#)
20. [Separation Due to Unavailability – Review of Accommodations Letter Template](#)
21. [Separation Due to Unavailability - Separation Letter Template](#)
22. [Voluntary Resignation Without Notice Guidelines](#)
23. [Voluntary Resignation Without Notice Templates](#)
24. [Reassignment Agreement Guidelines](#)
25. [Reassignment Agreement Template](#)
26. [Investigatory Placement with Pay Guidelines](#)
27. [Investigatory Placement With Pay Template](#)
28. [Pre-Disciplinary Conference Guidelines](#)
29. [Pre-Disciplinary Conference Template](#)

### DHHS Exit Interview Survey Guidelines

1. [DHHS Exit Interview Survey](#)

### Directive III-8, Employee Grievance Policy Guidelines

2. [Employee Grievance Filing Form DHHS 0660](#)
3. [Unlawful Workplace Harassment Policy](#)
4. [Mediation](#)

### Performance Rating Dispute Process Guidelines

1. [DHHS Filing Form PRD-1](#)
2. [DHHS Filing Form PRD-2](#)

### Settlement Agreement Guidelines

1. [Settlement Agreement Template](#)